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Report for Week Ending 17 March 1959  
from  
Forms Management Branch

1. Contributions

a. Tangible

- (1) Completed 44 actions requiring the printing of 904,200 copies or sets of blank forms.
- (2) Ten new and 8 revised forms were approved.
- (3) Eight forms were obsoleted.
- (4) The Travel Order Form (No. 540) project was completed. The Form also has a Worksheet (No. 540a). Among the major accomplishments are:
  1. Obsoleting of at least 17 known bootleg forms.
  2. Agreement of DD/P, DD/I and the OPI's of DD/S to <sup>the</sup> use and <sup>the</sup> design of the final version of the form.
  3. Reduction in the number of copies of the Travel Order Form from 12 to 9. This eliminates the creation, handling, storing and ultimate disposal of some 60,000 copies of the Form. It also eliminates some 40,000 carbons.
  4. Form designed to provide statements or items to be checked instead of lengthy and sometimes confusing narratives.
  5. Space provided on form for coordination signatures as well as requesting and authorizing officials.
  6. All signatures are in one general area of the Form to facilitate ease of sterilization of overseas copies.
  7. A real tangible contribution should be made by use of the Work Sheet. The Form will serve as a check list to remind the office of origin of all the essential data. This should preclude many travel order amendments and expedite CPB processing by providing them with data they normally had to obtain from the traveler.
- (5) Disapproved a request by OCR that its "Library Request Form" be printed on NCR. Recommended that they continue to use the carbon-interleaved form now in effect. It is estimated that by continuing the use of a carbon interleaved form instead of converting to a NCR form that \$10,000 was saved.

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b. Intangible

- (1) A recent count showed that the number of controlled forms in the Agency was 1,963. For some 13 years now we have kept this figure under 2000. This is rather a phenomenal record especially in view of the constant demand for new forms and the increased interest in the Forms Management Program in the Agency. This success is due mainly to the diligent, ~~searching~~<sup>surviving</sup> for obsolete forms by [REDACTED]
- (2) We salvaged about 1,000 sets out of an order of 11,000 sets of the "Employee Suggestion" form. The remaining sets are being returned to the Printer for attaching of a carbon insert. This is the second time that this Printer has done the job incorrectly. [REDACTED]

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2. Assignments Active

- (1) Eleven new and 20 revised forms.
- (2) Five employee suggestions.

3. News

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1. Briefed [REDACTED] on the Forms Management Branch. [REDACTED]
  2. Attended COD/USIB March meeting and reported on progress of common report format.
    - a. Army is ordering common format.
    - b. Navy is investigating the use of the format. I have asked the Navy for a report on:
      - (1) Number of legal-size safes in use world-wide if it can be obtained without too much research.
      - (2) Planned rate of purchase of new equipment.
- I feel that the answers to the above questions will help in decision on format size in Navy. [REDACTED]

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